

SECRET

CONFIDENTIAL

Chief, Administration, Office of Special
Operations

4 October 1951

Deputy Advisor for Management

Reclassification of Position.

1. You recently requested that one of the GS-4 Clerk-Steno positions now authorized in the T/O of the Management Branch of your organization be reclassified to a GS-7 Methods Examiner (Procedures).

2. You will recall, in our telephonic discussion, our mutual concern over any permanent arrangement of this position lest you suffer subsequently from a shortage of clerical support. You will also recall my suggestion for the addition of the requested position in lieu of your proposed conversion.

3. In view of your statement concerning General Wyman's desire to avoid an increase in the OSO T/O for the present, and based upon the assumption that you will provide for an addition at some future date, we are taking action today to amend the machine run in accordance with your request.

cc: Chief, Classification and Wage Division,
Personnel Office

JHP/ms

cc: Subject File ✓

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E. D.

10-4-5*

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